



MEMORANDUM

TO: All Superintendents and Charter School Sponsors

FROM: Melissa K. Ambre, Director
Office of School Finance

DATE: October 26, 2009

SUBJECT: 2009-2010 School Textbook Reimbursement- Final Week for Submission of Claim

This is a reminder that this is the last week to submit textbook reimbursement information. The collection window closes at midnight on Saturday, October 31.

The process requires that all student data be submitted through the Application Center prior to filling out the claim form. A copy of the (TB) textbook data layout for use in submitting the student data is available at: <http://www.doe.in.gov/stn/Sections/TB/TB.html>. Once you are satisfied with your student data submission (have checked the transfer results) you will be ready to begin filling in your textbook claim form. Select the button for Textbook Reimbursement Summary Claim and follow the direction for entering the data in the form. Column two (number of students by grade) on the claim will be pre-populated based on the student data you submit. You will need to input the cost of textbooks and workbooks as in the past. **Remember our program does not take the cost for one student and expand it for you!**

Please be aware that if you submit additional student information after filling out the claim form, you will need to revise the claim form also. Hopefully, this submission procedure will allow us to make the distribution earlier as all claim forms should be in balance at the time submission is completed using the pre-population process.

Please be sure you print, sign and send us a signed original of the claim for our audit process. Please submit this signed copy to our office by November 13, 2009.

Questions concerning the completion of your claim should be directed to the Office of School Finance at (317) 232-0840..